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BO P8020.1A

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19 JUL 2005

BASE ORDER P8020.1A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR AMMUNITION AND
EXPLOSIVE SAFETY

Encl: (1) LOCATOR SHEET

Reports Required: I. Ammunition and Explosives Safety Mishap
Report (Report Control Symbol MC-5100-02)
par. 1004
II. Malfunction Report (Report Control Symbol
DD-8025-02), para 4003
III. Defective Ammunition Report (Report
Control Symbol EXEMPT), par. 4005
IV. Missing, Lost, Stolen, Recovered Report
(Report Control Symbol DD-4340-01B), par.
2004

1. Purpose. To promulgate policies and procedures for the safe handling, storage, field storage, transportation, and disposal of ammunition and explosives and outline requirements for ammunition accident investigations and malfunctions reporting aboard Marine Corps Base, Camp Lejeune.

2. Cancellation. BO P8020.1

3. Action. All commands will ensure strict compliance with the instructions contained in this Manual.

4. Applicability. This Manual is applicable to all activities handling, storing, transporting and disposing of ammunition and explosives aboard Marine Corps Base, Camp Lejeune and the use of the Ammunition Supply Point, 2d Force Service Support Group, FMF, Camp Lejeune.

5. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded

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to the Commanding General (AC/S Logistics ATTN: ESO), Marine Corps Base, Camp Lejeune, via the appropriate chain of command.

6. Concurrence. This Manual has been coordinated with and concurred in by the Commander, U.S. Marine Corps Forces, Atlantic; the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division; 2d Marine Aircraft Wing; 2d Force Service Support Group; and the Commanding Officer, Marine Corps Air Station, New River.

7. Certification. Reviewed and approved this date.


J. E. SCHLEINING
Chief of Staff

DISTRIBUTION: E Cat I & II
B Cat IV

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR AMMUNITION AND
EXPLOSIVE SAFETY

Location:

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SOP FOR AMMUNITION AND EXPLOSIVE SAFETY

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INTRODUCTION

0001. BACKGROUND. In addition to the duties and responsibilities inherent in the position of commanding officers as set forth in Naval Regulations or as promulgated by higher authority, the Commanding Officer of a Naval and Marine Corps activity is solely responsible for the safety of that establishment. Pursuant to this responsibility, on 1 June 1990, the Commanding General, Marine Corps Base, Camp Lejeune, established the Ammunition and Explosives Safety Office. The Marine Corps continuously trains and deploys with ammunition and explosives. The storage, handling, transportation, and employment of these items are inherently hazardous. Therefore, it is imperative that a safety program designed to minimize the potential hazards associated with ammunition/explosives operations be aggressively pursued at all levels.

0002. MISSION. The mission of the Ammunition and Explosive Safety Support Branch, as tasked by the Commanding General, Marine Corps Base (MCB), Camp Lejeune, is the implementation and management of the Ammunition and Explosive Safety Program aboard Camp Lejeune.

0003. AMMUNITION AND EXPLOSIVE SAFETY OFFICER RESPONSIBILITIES. The Ammunition and Explosive Safety Officer, assigned and pursuant to his/her mission requirements, is responsible for ensuring compliance with the following duties:

1. Inspect all explosive operating buildings and workspaces to ensure that they comply with explosive safety requirements. Inspect at least once a year the buildings or workspaces if not active, and when active, as often as necessary, depending on the degree of hazard associated with the operation. Document the results of the inspections and actions taken to correct any identified deficiencies.

2. Inspect all explosives storage areas and magazines at least annually to ensure that they comply with explosive safety standards. Maintain records of the inspections and actions taken to correct any deficiencies.

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3. Review all operating procedures prior to beginning explosive operations or when procedures are changed. During continuous operations, review SOPs and other procedures at least annually, per OPNAVINST 8023.11.
4. Review all facility site approval documents that involve facilities encumbered by or generating Explosive Safety Quantity Distance (ESQD) arcs and all requests for deviations from established explosive safety standards to ensure that they comply with existing safety directives.
5. Inspect in and around explosive operating and storage areas where maintenance and repairs involve hot work, and issue work permits to repair parties, both government and civilian contractor.
6. Review all facility modification drawings and equipment or tooling drawings used for explosive operations to ensure compliance with safety documents.
7. Approve the electrical hazard classification for each operating building and maintain the list in the Ammunition and Explosive Safety Office.
8. Monitor a program per MCO 8020.10 and command policies to ensure that ordnance display items are inert and do not contain hazardous materials.
9. Conduct accident investigations per MCO P5102.1 or OPNAVINST 5102.10 and report findings to higher authority as required. Maintain a record listing of all accidents with recommendations for preventive measures.
10. Maintain the activity's Safety Manual and current safety instructions.

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11. Provide a representative and point of contact for activity safety inspections, reviews, and other safety related matters.
 12. Ensure the development and presentation of activity safety training classes that adequately address explosive safety practices and principles.
 13. Monitor the proper handling, field storage, and transportation of ammunition and explosives by all units conducting training aboard MCB, Camp Lejeune, and report any deficiencies to cognizant commands.
 14. Direct vehicles laden with ammunition and/or explosives when found in unauthorized areas to safe areas for incident investigation.
 15. Stop vehicles laden with ammunition and/or explosives in any other areas aboard MCB, Camp Lejeune, to ensure proper blocking, bracing, compatibility, and transportation requirements.
 16. Monitor all ammunition malfunction/mishap reports of incidents occurring aboard MCB, Camp Lejeune, and retain copies of the same in the Ammunition Explosive Safety Office.
 17. Review all existing or proposed exemptions/waivers involving storage of ammunition and explosives aboard MCB, Camp Lejeune.
 18. Monitor live firing ranges to ensure the proper handling and delivery of ammunition and explosives.
 19. Monitor all discrepancy reports generated by the Ammunition Supply Point (ASP) concerning the mishandling of ammunition and explosives.
 20. Serve as the single point of contact for all ammunition and explosives safety related matters for the Base to include all tenant activities.
0004. SCOPE. This Manual is designed to reduce the number of directives currently being used and to provide a standard, single reference guide where detailed information can be obtained for ammunition and explosives safety procedures

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CHAPTER 1

SAFETY PROCEDURES

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CHAPTER 1

SAFETY PROCEDURES

1000. GENERAL. Safety is of the utmost importance. Due to the hazardous nature of Class V(W) materiel, stringent controls for storage, handling and utilization are mandatory. When properly handled and effectively delivered, ammunition and explosives will function as desired. The provisions of this Chapter cover general safety regulations and instructions that pertain to ammunition and explosives, and also encompasses reporting procedures for accidents involving ammunition and explosives.

1001. APPLICABLE REFERENCES. It would be impracticable to include every instruction and order pertaining to the safety of handling, transportation, storage, and disposition of ammunition and explosives. Your attention is invited to NAVSEA OP 5, NAVSEA SWO20-AC-SAF-010, 020, 030, and 040, NAVSEA OP 2173, Volumes 1 and 2, NAVSEA SWO20-AF-ABK-010, NAVSEA SWO23-AH-WHM-010, NAVSEA SWO23-AG-WHM-010, MCO P3570.1, MCO 8020.10, and MCO 8025.1 for additional pertinent safety information.

1002. SAFETY REGULATIONS. Safety comes first where ammunition and explosives are concerned. This paragraph describes basic guidelines to follow while handling, transporting, storing, and disposing of ammunition and explosives aboard MCB, Camp Lejeune.

1. Knowledge. Only those persons possessing a thorough knowledge of safety procedures for the handling, transportation, storage, and disposing of ammunition and explosives will be assigned to perform those functions.

2. Training. Each command must ensure that personnel assigned the duties requiring the handling, transportation, storage, and disposition of ammunition and explosives are trained to avoid the loss of life or property through negligence or ignorance.

3. Qualifications/Certification. Personnel assigned by units to handle ammunition and explosives shall be of the highest caliber available. All personnel handling Class V(W) will be qualified per MCO 8023.3. Only those persons who have demonstrated proficiency, ability, and maturity will be used in the handling, transporting, storage, and disposition of ammunition and explosives. Any person convicted by courts-martial, continuous offenses of the UCMJ, known to have abused drugs/narcotics, or any individual convicted/awaiting punitive action for security violations, theft, domestic violence or a capital crime should not be used in the handling, transporting, storage, and disposition of ammunition and explosives.

a. All personnel, military or civilian, and contractor personnel whose primary duties include evolutions or tasks involving ammunition and explosives will be properly qualified and certified. The implementation of an effective qualification/certification program requires the attention of all echelons of command. It must be emphasized that the final responsibility for safety of personnel and equipment is vested in the Commanding Officer.

b. The training qualification/certification of personnel can be structured around existing training programs. However, the emphasis for qualification should be shifted to the final proficiency level of the individual rather than completion of required training.

4. Disposing Of Ammunition/Explosives. Ammunition and explosives will never be buried, abandoned, destroyed, fired indiscriminately, or otherwise disposed of in order to avoid the inconvenience of returning the Class V(W) materiel to an authorized storage site.

5. Ammunition/Explosives Modification. Ammunition and explosives will not be disassembled, altered, or modified, except for those normal operations provided for in user level technical publications (i.e., fuzing of projectiles), or in authorized operations performed by qualified Explosive Ordnance Disposal (EOD) personnel.

6. Ammunition/Explosives Packaging. Ammunition and explosives will not be removed from its container until required for use. Ammunition and explosives, will be handled in such a manner as to preclude them being rendered unserviceable (i.e., loss of lot identity) should it become necessary to cancel the exercise and return the ammunition and explosives to the authorized storage site.

a. Ammunition and explosives should be issued immediately before a scheduled training exercise. During annual qualification, small arms ammunition should be distributed to personnel only when they are on the ready-line immediately prior to going on the firing-line.

b. Retain all packing materiel until firing is complete. Using units will not burn wooden boxes or discard metal containers. All packing materiel will be turned into the Defense Reutilization and Marketing Office (DRMO), except for unique ammo shipping containers such as the ones used to ship the 120MM Tank Canisters which will be returned to the supporting ammunition supply point.

7. Smoking Regulations. Smoking will be prohibited in any magazine, building, railcar, motor vehicle, and any other conveyance containing or in the vicinity of ammunition and explosives, or other hazardous materials. "NO SMOKING" signs will be displayed in areas where smoking is prohibited. Smoking areas must be designated and located as far as possible from ammunition and explosives.

NOTE: FIRE FIGHTING EQUIPMENT WILL BE MADE AVAILABLE FOR USE IN DESIGNATED SMOKING AREAS.

8. Spark Producing Items. Matches, cigarette lighters, or any other flame producing device will not be permitted in ammunition storage areas.

9. Unsafe Conditions. Anyone observing an unsafe condition will correct the situation immediately and will promptly report the incident to their immediate supervisor.

10. Procurement of Ammunition. Purchase of Class V(W) materiel with appropriated funds is prohibited below the Headquarters, Marine Corps level. Purchase of recreational type ammunition is authorized per MCO P1700.27.

11. Inerting and Displaying of Ammunition Items. No Class V(W) ammunition item/device, either inert, practice, service (live), or any component thereof, will be inerted or used for display without the prior approval of the Commanding General, Marine Corps Base. Qualified EOD personnel will inert, inspect, and mark the item per MCO 8020.10, and then permanently record these actions. Commanders at all echelons will take immediate action to remove and properly dispose of any and all ammunition items not properly marked by EOD and approved by proper authority. All inert ammunition items, to include EOD training/display items, are considered non-expendable and will be accounted for per MCO 8020.10.

1003. AMMUNITION AND EXPLOSIVES MALFUNCTION AND DEFICIENCY REPORTING. Ammunition and explosives that fail to perform as expected can normally be attributed to a malfunction, human error, or a weapon/equipment deficiency. In every instance, it is imperative that certain facts surrounding the matter be immediately noted and appropriately reported so that remedial action can be initiated to preclude recurrence. MCO 8025.1 sets the guidelines and procedures that will be used in the reporting of malfunctions and deficiencies. These procedures are covered in more detail in Chapter 4 of this Manual.

1004. AMMUNITION AND EXPLOSIVES SAFETY MISHAP REPORTING. An ammunition and explosives mishap is defined as an unplanned event, or sequence of events, that results in injury to personnel or damage to property. All ammunition/explosives mishaps must be reported per MCO P5102.1.

1005. LIGHTNING PROTECTION. Lightning protection is required for all ordnance handling, operating, and storage facilities.

Navy lightning protection system is based on the policy that the primary attachment point for lightning strikes should be removed from the structure being protected to reduce the radiated electromagnetic effects and minimize the peak currents that will flow in or on the structure. It is imperative that personnel involved with the management of storage facilities and facilities maintenance become familiar with these requirements as outlined in Chapter 6 of NAVSEA OP 5, Vol 1.

1. Testing and Inspections of Lightning Protection. Proper maintenance is critical for the efficient operation of lightning protection systems. Repairs of all discrepancies found during inspections will be made immediately. These tests/inspections will be conducted by base maintenance personnel per NAVSEA OP 5, Volume 1, Chapter 6.

a. Visual inspections of lightning protection systems will be conducted every six months for evidence of corrosion and to ensure that no physical damage has been done to the system.

b. Earth resistance testing will be conducted every 24 months on all lightning protection grounding systems and secondary grounding systems.

The Officer in Charge (OIC) of the respective ammunition and explosives storage magazine/facility will be immediately notified (by MCB maintenance testing personnel) when any structure fails to meet the ohms resistance tolerance requirements as specified in Chapter 6, NAVSEA OP 5, Volume 1. A copy of the test results will be forwarded to the Commanding General, Marine Corps Base, Camp Lejeune (AC/S Logistics ATTN: ESO).

2. Operations during Electrical Storms. If an approaching electrical storm is five miles or less, or the electrical field gradient exceeds 2,000 volts per meter, ordnance operations will be terminated. If work is being performed in the magazine or an open storage site, the work shall stop, and all equipment will be safely secured, and the following will be effected:

a. Close and lock the magazine.

b. Evacuate personnel to a safe distance as soon as possible.

c. Those vehicles laden with ammunition and explosives being prepared for release from the Ammunition Supply Point which have not completed final inventory and check will be moved to the vehicle staging area and under the zone of protection provided by the lightning protection system. Vehicles having completed final checks may be released.

d. The Officer in Charge of the Ammunition Supply Point will notify the respective commands of vehicles being staged due to the shut down of ammunition operations caused by electrical storms.

1006. FIRE PREVENTION/PROTECTION. Fire is a hazard when ammunition and explosives are involved. Many of these materials are extremely sensitive to heat and react at temperatures substantially lower than those required to ignite ordinary wood, paper or fabrics. It is the responsibility of all personnel to recognize and observe good practices for the prevention of fires from ammunition and explosives, and to understand procedures for fighting and controlling fires that involve explosive materials.

1. Personnel Indoctrination. In addition to requirements for personnel safety training described in paragraph 2-3.5. of NAVSEA OP 5, Volume 1, all personnel, supervisory or otherwise, will be indoctrinated and made thoroughly familiar with the fire hazards, fire-fighting equipment, and safety practices of the operations for which they are responsible. Each person will be familiar with the provisions in fire bills, both general and local, applicable to their operations so that each person knows the appropriate action to take if a fire emergency develops.

2. Fire Prevention, Protection and Control Plan (Fire Plan). Ammunition and explosives storage management personnel, in coordination with Fire Department personnel, will establish a fire plan for their respective storage locations. These plans will include the establishment of fire inspection schedules, fire

maps, fire drills, testing of fire alarm systems, etc. The ammunition and explosives managerial personnel and Fire Protection Division personnel will become thoroughly familiar with the contents of Chapter 4, NAVSEA OP 5, Volume 1 and the requirements therein for the establishment of fire plans. Copies of fire plans will be provided to the Commanding General, MCB, Camp Lejeune (AC/S, Logistics ATTN: ESO) for review. Any changes in storage plans that would alter the fire maps will be coordinated between the ASP and the Fire Protection Division.

1007. HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE (HERO).

HERO is concerned with the accidental actuation of electroexplosive devices (EED's) or otherwise activating electrically initiated ordnance due to radio frequency electromagnetic fields.

1. Electroexplosive Devices (EEDs). Electroexplosive devices (EEDs) such as squibs, blasting caps, igniters, and similar electrically initiated, sensitive explosive devices are particularly susceptible to initiation when they are exposed to radio frequency (RF) fields. Therefore, these devices will be packaged and kept in completely enclosed metal containers until immediately prior to use.

2. HERO UNSAFE Ordnance Area. The MARS station located at Building PT-5 is no longer operational and poses no HERO concerns. Refer to NAVSEA OP 3565 Volumes I and II for a list of HERO UNSAFE or SUSCEPTIBLE ORDNANCE.

3. Responsibilities. Ammunition and Explosives must be protected from the hazards of electromagnetic radiation to ordnance. It is imperative that all commands storing, transporting, or training with ammunition and explosives, especially when dealing with aviation ordnance, comply with the requirements of NAVSEA OP 3565, Volumes I and II.

1008. ABBREVIATIONS/ACRONYMS/DEFINITIONS. Abbreviations, acronyms, and definitions used in publications and directives dealing with ammunition and explosives are provided in NAVSEA OP 5, Vol 1. These are provided for familiarization of personnel involved with the use and/or handling of ammunition and explosives to facilitate the reading of publications dealing with these materiels.

1009. PUBLICATIONS/DIRECTIVES. A list of publications/directives dealing with various aspects of ammunition and explosives is provided in Appendix A. Personnel involved in the handling of ammunition and explosives should become familiar with the publications/directives listed in Appendix A.

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CHAPTER 2

SECURITY

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CHAPTER 2

SECURITY

2000. GENERAL. Due to the hazardous nature of Class V(W) materiel and its potential to cause injury to personnel or the destruction of property, stringent security, accountability, and control procedures must be observed. This Chapter outlines security regulations and instructions pertaining to ammunition and explosives.

2001. APPLICABLE REFERENCES. NAVSEA OP 5, Volume 1, OPNAVINST 5530.13B, DOD 5100.76, MCO 4340.1, and this Manual have sections/chapters devoted to general and detailed security requirements. NAVSEA SWO20-AF-ABK-010 and NAVSEA SWO20-AC-SAF-010, 020, 030 and 040, provide information regarding the safe handling and security of Class V(W) materiel during transit.

2002. SECURITY RISK CATEGORIES. Ammunition and explosives are assigned Security Risk Categories based on their readiness to fire, portability, and potential to inflict casualties, and destroy property. Security Risk Categories for ammunition and explosives are contained in NAVSEA SWO20-AC-SAF-010, 020, 030, and 040, Department of Defense Consolidated Ammunition Catalog part VIII, OPNAVINST 5530.13B, TWO10-AA-ORD-010, and OPNAVINST 5530.14B.

1. Category I. The highest sensitivity is assigned to non-nuclear missiles and rockets in a "ready-to-fire" configuration (i.e., AT-4, Stinger, and Dragon) and explosive rounds for non-nuclear missiles and rockets. This category also applies in situations where the launcher (tube) and the explosive rounds, though not in a "ready-to-fire" configuration, are jointly stored or transported.

2. Category II. High Sensitivity Ammunition is defined as:

a. Hand or rifle grenades, high explosives, and white phosphorous.

b. Mines, anti-tank or anti-personnel (unpacked weight of 50 lbs or less each).

c. Explosives used in demolition operations; e.g., C-4, military dynamite, and TNT.

d. TOW Missiles.

3. Category III. Moderate Sensitivity Ammunition is defined as:

a. .50 caliber and larger, with explosive filled projectile (unpacked weight of 100 lbs or less each).

b. Grenades: incendiary, and fuzes for high explosives grenades.

c. Blasting caps.

d. Supplementary charges.

e. Bulk explosives.

f. Detonating cord.

4. Category IV. Low Sensitivity Ammunition is defined as:

a. Ammunition with nonexplosive projectile (with an unpacked weight of 100 lbs or less each).

b. Fuzes, except those for high explosive grenades.

c. Grenades: illuminating, smoke, and CS/CN (tear producing).

d. Document/Incendiary destroyers.

e. Riot control agents, 100 pound package or less.

2003. SECURITY REQUIREMENTS FOR TRANSPORTATION. The following minimum security requirements will be met in transporting ammunition and explosives:

1. Category I Ammunition. All Category I ammunition will require an officer or staff noncommissioned officer to receipt for and transport the materiel. Additionally, two armed guards are required to provide security during the movement of the materiel.

2. Category II, III and IV Ammunition. One armed guard is required for all Category II, III and IV ammunition regardless of whether transporting on or off base.

2004. MISSING, LOST, STOLEN, RECOVERED (MLSR) REPORTS. All missing, lost, stolen, or recovered Class V(W) materiel will be promptly reported via the chain of command. Specific instructions for the submission of MLSRs are outlined in MCO 4340.1. A copy of all MLSRs involving ammunition and explosives aboard MCB, Camp Lejeune, shall be sent to the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics ATTN: ESO).

2005. KEY AND LOCK CONTROL. Keys to magazines, buildings, rooms, and containers utilized to store ammunition and explosives will be maintained separately from all other keys and accessible only to those individuals whose official duties require access to them. A Key Control Officer will be assigned in writing by commanding officers per OPNAVINST 5530.13B, paragraph 307.a. A current roster of the individuals authorized access shall be kept by the unit, or organization. The roster shall be protected from public view.

1. When keys are not being utilized, keys shall be secured in a container of at least 20-gauge steel, or of materiel of equivalent strength. Keys must never be left unattended or unsecured at any time.

2. The number of keys shall be held to the minimum.

3. In the event of lost, misplaced, or stolen keys, the affected locks or cores to locks will be replaced immediately. Replacement or reserve locks, and cores, and keys shall be secured to preclude accessibility to unauthorized individuals and be provided the same security measures as keys. The use of a master key system is prohibited.

4. Locks shall be locked to the hasp when the magazine, building, or container is open to prevent theft, loss, or substitution of the lock.

5. Locks and/or lock cores should be rotated annually to allow preventive maintenance.

6. A key must be signed for, and only by those individuals authorized access on the key access roster. The key custodian will ensure proper custody and handling of keys and locks.

2006. KEY CONTROL REGISTER. A key control register shall be maintained to ensure continuous administrative accountability for keys. Retain completed registers for at least 18 months after last entry. At a minimum a key register should contain the following information:

1. The signature of the individual receiving the key.
2. The date and time the key was received.
3. The serial number or other identifying information of the key.
4. The signature of the person issuing the key.
5. The date and time key was returned.
6. The signature of the person receiving the returned key.

2007. INVENTORY OF KEYS/LOCKS. Inventories of keys and locks shall be conducted semi-annually. Inventory records shall be retained for a minimum of one year.

2008. POSTING OF RESTRICTED AREAS. Designated areas in which sensitive missiles, rockets, explosives, or ammunition are stored shall be posted as restricted areas (i.e., Ammunition Supply Point, 2d FSSG, Marine Corps Engineer School, Weapons Training Battalion etc.). A sign must be posted at all entrances indicating a restricted area. Also a sign should be posted indicating that every vehicle or person must stop and provide proper identification. Note: Individuals entering a restricted area containing ammunition and explosives will be required to surrender all spark/flame producing items prior to admittance.

2009. ACTIVITY SECURITY OFFICER. Each activity of battalion size or larger will appoint in writing an individual to fulfill duties as the activity Security Officer. Additionally, separate supporting activities such as Marine Corps Community Service (MCCS), Commissary, will designate an individual to be responsible for security matters.

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CHAPTER 3

STORAGE

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CHAPTER 3

STORAGE

3000. GENERAL. The provisions of this Chapter are general in nature and relate to the storage of Class V(W) materiel. These provisions must be supplemented by other references to ensure that proper safeguards are observed to protect ammunition and explosives.

3001. APPLICABLE REFERENCES. NAVSEA OP 5, Volume 1, MCO P4400.150E, MCO 8020.10, NAVSEA OP 5, Volume 3 provide detailed guidance for the proper handling of ammunition and explosives while in storage.

3002. STORAGE. Ammunition and explosives shall be stored in magazines and/or areas authorized and designated for that purpose per NAVSEA OP 5, Volume 1. Storage in any structure not specifically designated for ammunition and explosives, especially buildings occupied by personnel, is prohibited; except for limited quantities of small arms ammunition (see Table 7-24, NAVSEA OP 5, Volume 1 and MCO 8020.10). Weapons of any type will not be stored in any magazine specifically designed and currently being used for ammunition storage.

3003. TYPES OF STORAGE

1. Permanent. Permanent storage will utilize structures approved by NAVSEA (service magazines). Permanent storage facilities will be governed by regulations contained per NAVSEA OP 5, Volume 1, and MCO 8020.10.
2. Other Storage. Applies to ammunition and explosives authorized to be stocked and sold by exchanges per MCO P1700.27 (MWR MANUAL).
3. Field Storage. Field storage is primarily intended for situations which require that ammunition and explosives be stored

away from the standard storage environment (i.e., combat operations). Field storage is also authorized in non-combat situations as a training tool for both using and support units, and as an expedient supply measure in support of training operations and exercises. OP 5, Volume 3 shall only be used for actual combat or OCONUS operations. Approval to use the criteria in OP 5, Volume 3 must be obtained from COMMARCORSYSCOM (AM) due to its less restrictive nature. The procedures outlined in NAVSEA OP 5 Vol I shall be used for all other field storage of ammunition and explosives. Some major areas of concern when establishing a FIELD AMUNITION SUPPLY POINT are:

- a. Location: The site must meet quantity distance requirements covering inhabited buildings, public highways and other facilities.
 - b. Adequate fire fighting equipment must be readily available.
 - c. Sufficient communications for safety and security (i.e., medical evacuation and security force) must be available.
 - d. A security force must be established.
 - e. A storage plan must be established.
 - f. Inventory control procedures must be implemented and records maintained.
 - g. Standing operating procedures must be established (tailored to the operation).
 - h. A comprehensive site plan must be submitted to Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics ATTN: ESO) for field storage of ammunition for longer than a 14 day evolution.
4. Waivers. Commanding Generals are authorized to waive the 30 day field storage restriction for periods up to 90 days. A copy of the waiver correspondence must be forwarded to the Commander, Marine Corps System Command (AM), via the chain of command to include the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics ATTN: ESO).

3004. UNIT ARMORIES/SECURITY FORCES.

1. When approved by the Commanding General, Marine Corps Base or the Commander, U.S. Marine Corps Forces, Atlantic (COMMARFORLANT), as applicable, limited quantities of ammunition may be stored in facilities such as troop buildings and armories without regard to the quantity-distance requirements of NAVSEA OP 5, Vol 1, but must follow the fire protection regulations. Examples include small arms ammunition, riot control munitions and pyrotechnics for alert, safety or security purposes. Requests should be submitted via the chain of command. The following storage authority limitations shall be strictly adhered to:

a. No more than 25 pounds NEW of Class/Division 1.4 shall be stored.

b. No more than 10 pounds NEW of Class/Division 1.3 shall be stored.

c. No Class/Division 1.1 or 1.2 may be stored.

2. Approval shall be granted only for those types and quantities required to meet security force operational/safety requirements. Units will submit all requests through their chain of command to Commanding General, Marine Corps Base (ATTN: AC/S, ESO) for review. This shall be done on an annual basis or when unit requirements change. A copy of all approved requests shall be provided to COMMARCORSYSCOM (AM).

3. The ESO office will inspect all unit armories, guard houses, or other places where ammunition may be stored aboard Camp Lejeune, Camp Johnson, Camp Geiger, and Stone Bay on an annual basis. The focus of effort for these inspections will be storage and accountability of Security Ammunition. A checklist is provided as Appendix K.

3005. COMMANDERS RESPONSIBILITIES FOR STORAGE AND HANDLING OF A&E. Commanders are responsible for the following:

1. Establishing written procedures to appoint or relieve A&E Audit and Verification Officers/SNCOS of units that maintain A&E items. Appointment letters will outline primary duties, responsibilities, and turnover procedures. Appointment, acceptance, and revocation letters will be retained for a minimum of five years.

2. Shall appoint in writing an Officer/SNCO as the Unit A&E Audit and Verification Officer.
3. Shall appoint in writing an Officer/SNCO as the Unit AA&E Officer.
4. Shall ensure all personnel who account for, maintain and distribute A&E in performance of their primary duties are screened using NAVMC 11386 (See Appendix L).
5. Shall appoint in writing an Officer/SNCO to conduct and document monthly inventories of A&E that is stored in a local magazine controlled by a unit. This requirement applies to EOD, Engineer School, PMO, Rifle Ranges, and Armories.
6. Shall ensure annual AA&E awareness training is conducted and incorporated into annual training schedules.
7. Shall ensure NAVMC 11381 is used to document all expenditures of A&E assets (See Appendix M).
8. Shall ensure expenditure reports are maintained by Fiscal Year (FY) and retained for current year plus two FY's as of closing date of expenditure. For those expenditure reports which correspond to ammo maintained on NAVMC 10774's retention period shall be three years from placement of NAVMC 10774 in the inactive file.

3006. UNIT A&E AUDIT VERIFICATION OFFICER/SNCO RESPONSIBILITIES.
The A&E Audit Verification Officer/SNCO must be a disinterested Marine who has no responsibility concerning ammunition security or accountability. Unit A&E Audit Verification Officers/SNCOS are responsible for:

1. Shall certify expenditure reports (NAVMC 11381) once actual exercise is completed and any unused ammunition has been returned to the ASP.
2. Audit the A&E Accountability procedures quarterly.
3. Validate A&E Accountability procedures quarterly.

4. Audit the AA&E Chain-of-Custody/Documentation for issue, receipt, expenditure, and turn-in of unexpected assets monthly.
5. Validate that ammunition NSN/LOT number records (NAVMC 10774'S) are properly maintained when the command is holding security and/or training assets.

3007. UNIT AA&E OFFICER/SNCO RESPONSIBILITIES. Unit AA&E Officers/SNCOS are responsible for:

1. Shall conduct a complete review of the account assigned within 30 days of appointment.
2. Shall complete a wall-to-wall inventory within 30 days of appointment.
3. Shall report any discrepancies immediately during the review/inventory to the appointing officer.
4. Maintain close liaison with the area Security Officer.
5. Assist the area Security Officer, PMO, Naval Investigative Service (NIS) Agents, Auditors, and other assigned personnel in investigating AA&E losses.
6. Shall report status of Command Compliance with Accountability Controls, status of Command Inventory versus AA&E Allowance, and AA&E requisition status to the Commander on a quarterly basis. Copies of the report will be kept for a minimum of two years.
7. Monitor performance and the reporting of all AA&E inventories, as well as related MLSR reports.
8. Ensure Range Safety Officer's (RSO) comply with those duties and procedures outlined in MCO P4400.150E.

3008. RANGE SAFETY OFFICER (RSO) RESPONSIBILITIES. The RSO is responsible for the following:

1. Conduct inventory/receipt of A&E when delivered to the range.
2. Supervise the distribution of A&E at the range.

3. Ensure the A&E Expenditure Reports, as per NAVMC 11386 (See Appendix M), and a legible copy of turn-in documents for unexpended assets are completed prior to departing the range.

4. Ensure the Ammunition Technician submits completed expenditure reports to include issue and turn-in documents for unexpended A&E to the A&E Audit Verification Officer/SNCO.

3009. CERTIFICATION SCREENING. The certification screening addressed in this paragraph is a distinct requirement and shall not be constructed as being satisfied by, or superseding the requirements contained in MCO 8023.3. This screening will be conducted on an annual basis and will include a review of the Marine's medical records, Service Record Book or Officer Qualification Record, Provost Marshall Office (PMO) and local police incident reports. The local police incident reports will be obtained from the area where the Marine resides. Screening will be documented with a unit diary entry using type transaction code (TTC) 489 (A&E Screen). This certification will be maintained as long as that individual is handling AA&E as their primary duties or upon their transfer to another duty station. If the individual is assigned primary duties of handling AA&E at their new duty station, re-certification is required. Commanders will coordinate with CMC (MMEA/MMOA) when requesting retraining or reassignment of any Marines who do not meet the requirements of this screening process.

3010. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) MAGAZINE.

1. The special agent in charge or designated representative is responsible for ensuring ammunition and explosives stored in the service magazine is per NAVSEA OP 5, Volume 1, MCO 8020.10 and OPNAVINST 5530.13B.

2. The special agent in charge or designated representative will provide an inventory of all items stored in their magazine to the ASP Operations Officer. The inventory will be updated as changes occur.

3. Service magazines are subject to quarterly inspections by the ASP Operations Officer. The ASP Operations Officer shall report any discrepancies to the appropriate Commanding Officer. The special agent in charge will have the responsibility of correcting discrepancies, under the assistance/guidance of ASP personnel.

4. The special agent in charge or designated representative will provide a roster of personnel authorized access to their service magazine to the ASP Operations Officer annually or as changes occur. This roster will list the grade, name and social security number of each individual authorized access to their service magazine.

3011. EXPLOSIVE ORDNANCE DISPOSAL (EOD) MAGAZINE.

1. Marine Corps Base EOD is charged with ensuring that ammunition in the EOD service magazine is stored per regulations contained in NAVSEA OP 5, Volume 1, MCO P4400.150E, MCO 8020.10, and OPNAVINST 5530.13B.

2. The OIC, EOD MCB will provide the ASP Operations Officer with an inventory of all items stored in their service magazine and shall ensure that EOD units do not hold ammunition allowances for annual training. The magazine will not exceed 1000 lbs net explosive weight (NEW) mixed stow. The inventory will be updated as changes occur.

3. MCB EOD magazines are subject to quarterly inspections by the ASP Operations Officer. The same provisions outlined in paragraph 3005.3 apply.

4. The OIC, EOD MCB will provide the ASP Operations Officer with a roster of personnel authorized access to the service magazine. The roster will list the grade, name and SSN of each individual authorized access to their service magazines. This roster will be provided annually or as changes occur.

3012. STORAGE OF NON-STANDARD AMMUNITION AND NON-DOD EXPLOSIVES. Storage authority must be obtained from COMMARCORSYSCOM (AM) and NAVORDCEN (N71) via the chain of command prior to storing Non-standard ammunition and Non-DoD explosives in Marine Corps storage facilities per MCO 8020.10. Non-standard and Non-DoD (including captured enemy ammunition) items shall be properly segregated and separated from U.S. ammunition as described in NAVSEA OP 5, Volume 1. Allowances for and use of foreign ammunition for training purposes must be approved by CG, MCCDC.

3013. NOTICE OF AMMUNITION RECLASSIFICATION (NAR). When instances arise requiring reclassification of ammunition, the Naval Ordnance Center, Inventory Management Supply Division (ISMD) publishes the information by a NAR message. These messages are forwarded in numerical order during the fiscal year to all Marine Corps commands. Semi-annually, NAR's are consolidated into the revised edition of TWO-24-AA-ORD-010. All NAR's will be maintained in a separate correspondence folder in numerical sequence until they have been incorporated in the revised edition of TWO-24-AA-ORD-010.

3014. ISSUE OF AMMUNITION AND EXPLOSIVES OTHER THAN CONDITION CODE "A".

1. Issuing Procedures. When ammunition and explosives in other than condition code "A" are issued from the ASP, an Ammunition Reclassification Notice Form (See Appendix C) will be attached to the using unit(s) copy of the document stating the DODIC, present condition code, and lot number, with a description of limitations and restrictions for that item(s), including restrictions on ammunition that is not cleared for overhead fire. ASP (Issues/Records) personnel will sign the form acknowledging that they informed the unit representative of the limitations and restrictions of the ammunition item.

2. Unit Representative. The unit representative, in addition to signing the DD Form 1348 (6-part) issue document, will also be required to sign the Ammunition Reclassification Notice acknowledging receipt of ammunition and explosives in other than condition code "A".

3. Unit Commanders. Unit commanders receiving reclassified ammunition and explosives in other than condition code "A" will ensure the widest dissemination of the restrictions down to the lowest echelon as to the limitations and restrictions of the item. Unit commanders and their representatives will ensure that ammunition that has been restricted as "not cleared for overheadfire" is not fired over the heads of troops (ammunition not cleared for overhead fire will not be fired overhead at Marine Corps Base, Camp Lejeune).

SOP FOR AMMUNITION AND EXPLOSIVE SAFETY

CHAPTER 4

MALFUNCTION/DEFECTIVE AMMUNITION AND EXPLOSIVES

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SOP FOR AMMUNITION AND EXPLOSIVE SAFETY

CHAPTER 4

MALFUNCTION/DEFECT AMMUNITION AND EXPLOSIVES

4000. GENERAL. Ammunition and explosives are designed with the highest degree of safety/reliability attainable. Despite all efforts to ensure that only safe reliable ammunition and explosives are provided for the user, malfunctions and defects do occur. Timely submission of reports which accurately describe the problem is essential to provide the basis for the initiation of technical investigations as required. It is imperative that reports contain accurate information regarding the specific ammunition lot number(s) involved, to allow worldwide notification and/or suspension or reclassification of suspect materiel. The provisions of this Chapter outline general reporting instructions pertaining to malfunction/defective ammunition and explosives.

4001. APPLICABLE REFERENCES. MCO P3570.1, MCO 8020.10, and MCO 8025.1, furnish detailed reporting procedures.

4002. MALFUNCTION REPORTING. Any failure of ammunition and explosives to function as designed, when fired/launched or otherwise employed, is a malfunction. Malfunctions include the abnormal or premature functions of an item as a result of normal handling, maintenance, storage, transportation, or tactical employment. Ammunition malfunctions do not include incidents resulting from negligence, malpractice, user error, etc. However, reporting of these incidents are required since they provide useful data in evaluating future incidents. Malfunctions involving injures/fatalities or resulting in a local suspension will be telephonically reported IMMEDIATELY to MARCORSYSCOM, (AM) DSN 278-9495 or commercial (703) 784-9175 during working hours, and to the Headquarters, Marine Corps Command Center (DSN) 225-7366 or commercial (703) 695-7366 during non-working hours. This does not negate the requirement for submission of the report. All other malfunctions (i.e. duds, misfires) shall be reported within 96 hours of the malfunction per MCO 8025.1.

1. Ammunition Malfunction Data Collection Guide (NAVMC 10155). This guide is wallet size and summarizes those facts which must be gathered at the scene of a malfunction. A copy of this card must be provided to each officer/SNCO who is responsible for supervising operations involving the expenditure of ammunition. This Data Collection Guide can be ordered using national stock number 0000-00-002-2008; unit of issue is one package (100 cards per package). (See Appendix B)

2. Actions Required When a Malfunction Occurs. The commander or individual in charge of the firing unit shall take the following actions:

A. For malfunction that involves serious injury, fatalities, or damage to equipment:

(1) Suspend further use of the ammunition lot(s) involved.

(2) Immediately notify the issuing activity (i.e., the ASP) to preclude further issue of that suspect ammunition and explosives.

(3) Collect minimum data required and IMMEDIATELY report details of the incident to MARCORSYSCOM (AM) per MCO 8025.1, enclosure (1). Ensure an info copy of both the initial and final report is forwarded to CG MCB CAMP LEJEUNE NC//BLOG/AMMO// and CG 2D FSSG//SECOND SUPBN//ASP//

(4) Collect and retain any nonexplosive components, fragments and residue and hold for 90 days after the malfunction report has been submitted. Ensure that the weapon is left intact.

(5) Return all safe unused stocks of the suspended lot(s) to the ASP. Unsafe ammunition will not be returned to the ASP. Turn-in documents must cite reason for the turn-in (i.e., malfunction retain residue per MCO 8025.1).

(6) During the investigation, if it is determined that the weapon is faulty rather than the ammunition, a Quality Deficiency Report (QDR) must be submitted per MCO 4855.10.

(7) Notify the MCB, Ammunition and Explosive Safety Officer via telephone at 451-3310.

B. For all other malfunctions, make a determination to continue or cease firing the ammunition involved. If a cease-fire is called, make a recommendation to the Ammunition Supply Point to locally suspend the lots involved. Examples of justifications to locally suspend include, weapon, damage, premature function, numerous misfires, or duds.

4003. DEFECTIVE AMMUNITION AND EXPLOSIVES REPORTING. Any ammunition and explosives defect which may prevent the item from functioning as intended or result in a malfunction (e.g., cracked cartridge case, loose primer, missing safety pin, etc.) will not be used. Employment of defective ammunition and explosives may result in casualties and/or damage to weapons/equipment. The use of defective ammunition and explosives is prohibited. All units finding ammunition and explosives with defects will submit a report per MCO 8025.1, enclosure (3), via the chain of command and ensure that a copy of the report is sent to the Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics).

SOP FOR AMMUNITION AND EXPLOSIVE SAFETY

CHAPTER 5

SALVAGE AND DISPOSITION OF AMMUNITION AND EXPLOSIVES COMPONENTS

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SOP FOR AMMUNITION AND EXPLOSIVE SAFETY

CHAPTER 5

SALVAGE AND DISPOSITION OF AMMUNITION AND EXPLOSIVES COMPONENTS

5000. GENERAL. The U.S. Army Ammunition Procurement and Supply Agency has a continuing requirement for turn-in of certain ammunition components and related recoverable items in support of the ammunition procurement and production program. To comply with the disposition instructions per Department of Defense Manual 4160.21M, all Munitions List Items (MLIs) will be salvaged and returned to the Defense Reutilization and Marketing Office (DRMO) (Building 906) per MCO 4500.11 and this Chapter.

5001. ACCOUNTING RESPONSIBILITY. Unit commanders are responsible for ensuring that maximum quantities of salvageable ammunition and explosives components are recovered and returned to the DRMO. They shall also ensure the disposal of excess ammunition and explosives components and related recoverable items is accomplished in the most cost effective manner possible. Liaison shall be established with DRMO to schedule turn-in and to determine if there are any special requirements to be utilized which are not specified in paragraph 5004, below.

5002. TURN-IN DOCUMENT (DD FORM 1348-1). When turning in MLI's to DRMO for disposal a DD Form 1348-1 will be prepared per UM 4400-15. The DD Form 1348-1 shall contain the appropriate demilitarization code as listed in the Department of Defense (DOD) Manual 4160.21-M and indicate "demil required" or "demil not required". If the appropriate demilitarization code cannot be identified, the generating activity shall request assistance from the responsible inventory manager. A representative of DRMO will sign and receipt for all ammunition and explosives components turned in and make distribution of DD Form 1348-1.

5003. CERTIFICATION OF INSPECTION. When turning in ammunition and explosives components to DRMO, the unit will ensure that a Certification of Inspection is printed in the remarks column (lower, right hand block) of the DD Form 1348-1 certifying the materiel has been inspected and does not contain any items of a dangerous nature or hazardous materiel. As required by DOD Manual 4169.21M, a listing of the names of technically qualified individuals designated by the commanding officer to sign inert certifications will be submitted to DRMO. This listing should be kept current at all times and DRMO notified of all changes.

5004. SPECIAL TURN-IN INSTRUCTIONS. The following special turn-in instructions are provided to comply with the requirements set forth in directives promulgated by higher authority:

1. Fired M5-HC Smoke Pots. When expended smoke pots are removed from the range, qualified personnel (as identified by the installation commander) must inspect and certify that they are free of explosive (incendiary) hazards per DOD 4160.21M chapter 4 paragraph B3. Expended smoke pots will be treated with normal hazardous waste regulatory requirements to include containerizing, hazardous waste labeling, establishing 90-day or satellite hazardous waste accumulation points.

2. Fired Brass Cartridge Case, Small Arms (Caliber .22 through 40MM). These cases may be returned in any suitable container, preferably 55-gallon drums for ease in handling and accounting. Replacement drums will be provided on a one-for-one basis. Ammunition boxes listed in paragraph 5004.1 are separate accountable items; therefore, if used as containers for turn-in, a separate document will be required for the total quantity of each type of ammunition box returned.

3. Bandoleer (M1, M2, M3, and M4). Bandoleer(s) will be returned dry and free of all cardboard inserts.

4. 120MM Tank Canisters. All 120MM tank canisters will be returned to the Ammunition Supply Point.

5. Launcher, M136 (for fired 84MM AT4). Launcher(s) will be visually inspected for cracks and breaks to determine serviceable and unserviceable launchers and will be returned using separate turn-in documents. The "REMARKS" blocks of the turn-in document will be annotated to indicate "SERVICEABLE or "UNSERVICEABLE."

6. Prompt Recovery. Maximum effort must be exerted to promptly recover and return all components to preclude exposure to inclement weather. Covered storage should be provided to protect all items awaiting turn-in.

7. Containers. MCO 8020.10 prohibits the destruction/improper disposal of reusable container(s). All components listed in this Chapter will be collected, segregated, and turned in as separate items. Items and containers will be free of all extraneous matter such as dirt, paper, wood, grass, and trash.

5005. TURN-IN POINT. Receiving agency is the Defense Reutilization and Marketing Office (DRMO) and may be accomplished during their normal working hours.